

Helen Broughton Clerk to the Council
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**Members are summoned to a meeting of the Finance and General Purposes Committee
being held at 6.30pm on Wednesday 11th October 2023
at the Westway Centre, Chaldon Road, Caterham**

Members of the public are welcome to attend.

AGENDA

Signed *Helen Broughton*

Clerk to the Council

5th October 2023

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| F23/11 | Apologies for absence To receive apologies for absence |
| F23/12 | Declarations of interest and dispensation requests To receive declarations of interest arising from the agenda |
| F23/13 | Public forum 15 minutes to enable members of the public to ask questions or raise issues. |
| F23/14 | Minutes To agree the minutes of the meeting held on 13 th September 2023 (draft) |
| F23/15 | Reserves and banking <ul style="list-style-type: none">i. To consider and approve a reserves policy (paper)ii. To consider and approve an investment strategy (paper)iii. Subject to F23/14ii (above) to approve the opening of a Public Sector Deposit Fund (PSDF) account and the transfer of £80,000 to this account (paper).iv. Subject to F23/14iii (above) to approve signatories to a PSDF account.v. To approve Cllrs Carpenter and Sowambur as signatories (with view, authorise access) to the Bank Account, subject to their agreement, and to extend the view access to Cllr Grasso. |
| F23/16 | Grants To consider the following grant applications: <ul style="list-style-type: none">i. Soper Hall (paper)ii. Westway Centre (paper) |
| F23/17 | Just Giving To consider / approve a Just Giving account for funds raised as part of Christmas events. |

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| F23/18 | <p>Financial and Administrative Risk Assessment</p> <p>To review and approve the Financial and Administrative Risk Assessment (paper) including, a review the current financial processes, including bank statement overview, the introduction of the debit card, the level of the debit card (£1,000), and monitoring the use of the debit card.</p> |
| F23/19 | <p>2024/25 budget</p> <p>To consider the 2024/25 budget and precept (paper)</p> |
| F23/20 | <p>Payments</p> <p>To approve the schedule of payments (<i>to follow</i>).</p> |
| F23/21 | <p>Parish Council website</p> <p>To review the parish council website and consider commissioning a new more accessible site.</p> |
| F23/22 | <p>Funding for Queens Park Trees</p> <p>To agree action on funding for Queens Park Trees.</p> |
| F23/23 | <p>Funding for litter bins</p> <p>To agree action on litter bins (Town End, Coulsdon Road and Grahams Walk).</p> |
| F23/24 | <p>Winter Maintenance</p> <p>To approve the purchase of a push along pavement gritter and consider / agree a winter maintenance plan.</p> |
| F23/25 | <p>To agree the date of the next meeting (scheduled for 14th February 2023)</p> |
| F23/26 | <p>To resolve to exclude the press and public due to the confidential nature of the business to be transacted.</p> |
| F23/27 | <p>Staff Matters</p> <ul style="list-style-type: none"> i. To note the Clerks annual appraisal has taken place and receive a report. ii. To agree any recommendations from the appraisal panel. |